

CIE Website for Status of Residence: <http://www.cie-waseda.jp/visastatus/en/index.html>

Acquisition of Status of Residence of “Student”

If you have been admitted to Waseda University as an international student, you can apply for a status of residence of “Student”. Those with such status are eligible to apply for tuition reduction, exemptions and scholarships for international students. **If your status of residence is not “Student,” you cannot use these services or systems intended for international students.**

The University does not allow enrollment if you have a “Temporary Visitor” status. If any of the situations (1) to (6) below apply to you, you need to take the necessary measures, such as extending your period of stay, changing your status of residence, or requesting for a COE application by proxy. **To complete these procedures, you must pay the Registration Fee, tuition fees, and miscellaneous fees.** If you need a “certificate of admission” for your application, it will be provided upon request after your payment is confirmed. Please contact the office of the undergraduate or graduate school once your fees are received.

(1) If you have a status of residence of “Student”

If you currently have a status of residence of “Student,” please apply for “extension of period of stay” as necessary. You can do this starting three months before your current status expires. For details, refer to [“If your current status of residence is “Student””](#) in “For Prospective Students” on the website.

(2) If you have a status of residence of “Temporary Visitor”

If you currently have a “Temporary Visitor” status, as a general rule, apply for a status of residence of “Student.” For details on how to apply, refer to **“(4) If you do not have a status of residence”** below.

(3) If your status of residence is other than “Student” or “Temporary Visitor”

If you finish the activity related to your current status of residence, you will need to change your status to “Student.” If your situation does not change, such as if you remain a “Dependent,” follow the procedure that matches your situation. For more information, refer to [“If your current status of residence is other than “Student”](#) in “For Prospective Students” on the website.

Note: To apply for an extension of period of stay or to change of status of residence, you need a document from Waseda bearing the University's seal. Please submit the required documents, such as your application form or certificate of admission, to get this sealed document before you apply to the Immigration Services Bureau.

(4) If you do not have a status of residence

To apply for a status of residence, you first need to obtain a certificate of eligibility (COE) from the Immigration Services Bureau in Japan. Waseda University will apply for a COE on behalf of **international students residing outside Japan only after they have completed the enrollment procedures.** Once the University receives the COE, they will email it to you. You must then take it with your passport to the Japanese embassy or consulate in your country of nationality or residence to apply for a “Student” visa. The COE is valid for three months after issuance, so you must enter Japan before it expires. Because the Immigration Services Bureau takes around two months for process the COE, please start the procedure as early as possible.

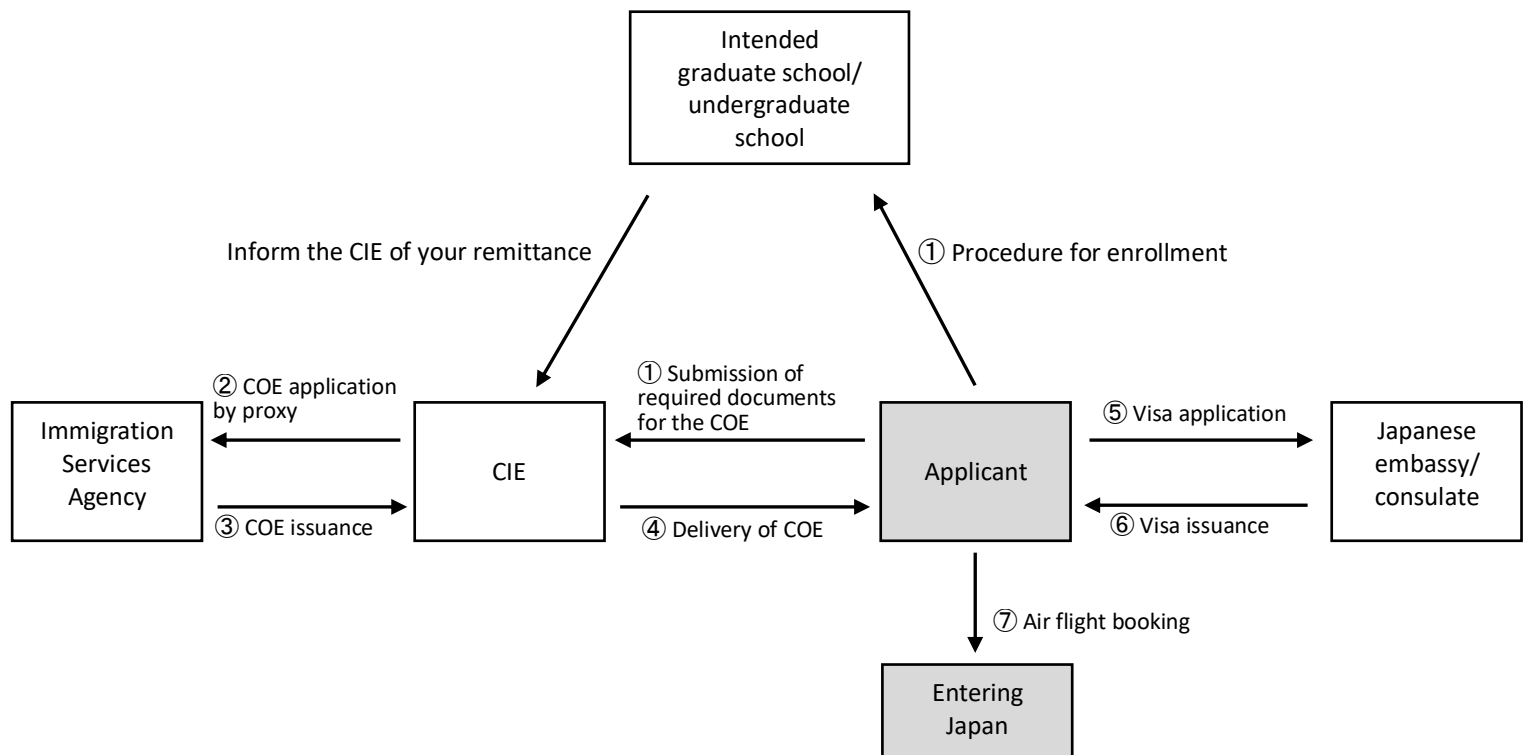
Note:

- **Waseda University will carry out the application by proxy only after you have paid the Registration Fee, tuition fees, and miscellaneous fees.** Please pay as soon as possible and start your process of requesting an application by proxy.
- For information about required documents where to send them, see “Request for COE Application by Proxy” on page 00.

【Step Flow to Obtain a “Student” Visa (①→⑦)】

*The time it takes for “⑥ Visa issuance” depends on the embassy or consulate you apply to. In some cases, it takes about three weeks.

*After submitting your application documents to the Center for International Education (CIE), contact the Japanese embassy or consulate where you intend to apply. Ask them how long it will take to issue your visa.



(5) Acquisition/Change of status of residence

[Visa waiver/Temporary Visitor status holders]

If you enter Japan as a visa waiver or on a Temporary Visitor status (90 days or less of stay in Japan for activities such as sightseeing, business communication, or visiting relatives, etc. that do not involve monetary compensation), in principle, you will need to leave Japan once and then submit your COE to the Japanese embassy or consulate in your country of nationality or residence to acquire a student visa.

Note: If you have a temporary visitor status of 30 days or less, you cannot change your status while in Japan. You must leave Japan, submit your COE to the Japanese embassy or consulate in your country of nationality or residence, and obtain a student visa before re-entering Japan.

(6) Remarks

- The CIE at Waseda University acts on your behalf to apply for a “Student” status of residence only. If you want a different type of status, you need to apply for it yourself at the Immigration Services Bureau.
- The Immigration Services Bureau might ask you to submit extra documents if necessary.
- If you decide not to enter Waseda University, please inform the CIE right away. If you are accepted by another university in Japan at the same time, make sure that you do not apply for a COE through more than one university. Multiple applications will lead to your COE being refused.
- If you have Japanese nationality, you cannot apply for a COE.
- The Immigration Services Bureau oversees all residence status matters. Waseda University cannot control this process, so the University is not responsible for any costs, such as air ticket cancellation fees or other inconveniences caused by issuance delays or denials. Please book your flight at your own risk.
- If you have questions or are unsure about the forms, the CIE cannot help you fill them out. Please use your best judgement to complete them on your own. If the CIE needs to confirm anything in your documents, we will contact you before submitting your application to the Bureau.

<Request for COE Application by Proxy>

◎ Please send all required documents listed below to the Center for International Education (CIE) by registered post, such as Express Mail Services.

【Required Documents for COE Application by Proxy】 * Please check the box ☒ for each document enclosed in your package.

- ☐ ① [Application for Certificate of Eligibility](#) (3 pages & 1 ID photo taken within six months)
 * Be sure to check the [Entry example](#).
- ☐ ② [Checklist for the application documents of the COE](#)
- ☐ ③ Copy of your passport (photo page) * If another page shows details about your name, please include it as well.
- ☐ ④ [Written Oath for Defraying Expenses](#) (required if someone else will cover your expenses)
- ☐ ⑤ Documents Concerning Defraying Expenses

1	You are financing yourself	Bank balance certificate*1) (account in your name)
2	You are going to receive scholarship	Certificate of Scholarship *2)
3	Someone else will cover your expenses	Bank Balance Certificate*1) (account in the name of the person covering your expenses) and Written Oath for Defraying Expenses

- *1) Bank balance certificate: It must show the name of the account holder, name of bank, date of issue, and account balance.
 • Rough estimate of the bank balance: It must cover at least the total tuition fee and living expenses for six months. If the balance is in a currency other than Japanese yen, the CIE will convert it to Japanese yen at the current exchange rate when checking your documents.
 • Living expenses (including housing costs): approx. JPY 200,000 per month.
 • Tuition fee: Varies depending on your undergraduate/graduate school.
 • If written in a language other than Japanese or English, attach a translation in either language. Notarization is not needed.)
- *2) Certificate of Scholarship:

- ☐ ⑥ Request for COE Application by Proxy Form (this sheet)
- ☐ ⑦ Tuberculosis (TB) Clearance Certificate

* Applicants who hold nationality from the [Philippines, Vietnam, Indonesia, Nepal, Myanmar, or China](#) are required to submit the “Tuberculosis(TB) Clearance Certificate” in addition to the standard COE application documents to prove that you are not infected with TB. The date this rule takes effect varies by nationality, so please check the details in the following document if you are subject to it.
<https://www.waseda.jp/inst/cie/news/40765>

*Examination for COE applications takes two to three months, so we strongly recommend submitting the documents and remitting the entrance fee and tuition promptly.

Mailing Address

COE Application by Proxy Section,
 Center for International Education, Waseda University
 1-7-14-4F Nishi-Waseda, Shinjuku-ku, Tokyo 169-0051, Japan
 Phone: 03-3203-9806

Contact

E-mail: cie-zairyu@list.waseda.jp

Name in English alphabet	
Address in English alphabet	
Phone Number	
Email address	COE is issued electronically and sent by email. Please inform us promptly of any changes.
School in Waseda University to be enrolled	
Examinee's Number	